



BISCAYNE NATIONAL PARK
Volunteers In Parks
9700 SW 328th Street
Homestead, FL 33030
(305)230-1144

Water Quality Admin VIP

How many people required: 1-2 people

Goals of this position: To assist in the organization of Water Quality files on and off of the RM drive

How many days per week: 1-2 days/week

Duration of position: year round, 2-3hrs/day

Location of Volunteer Position: Dante Fascell Visitor Center, Biscayne National Park 9700 SW 328th Street, Homestead, FL 33033

Tasks required:

- Organize documents and photos into assigned categories as directed by WQ department head.
- Assist in filing WQ related documents
- Assist in filing Turkey Point related documents both on and off the computer

Characteristics of a Water Quality Admin VIP

- Responsible
- Follows directions, but can independently perform tasks once oriented
- Punctual and dependable
- Detail oriented
- Ability to categorize and organize documents in digital and non-digital formats
- Must already possess or be in process of obtaining DOI Computer certification

Paperwork Needed:

- Application (OF301) www.nps.gov/getinvolved/volunteer.htm
- Agreement, with parental approval if under 18yrs (OF301a)
- Job description (this page will suffice for PD)
- JHA (if needed)

Ranger Contact/Supervisor Information:

Sarah Bellmund (305) 230-1144 ext 003, sarah_bellmund@nps.gov

Caroline Herman, (305) 230-1144 ext 043, caroline_herman@partner.nps.gov

Required Training: 2hr park orientation, on the job training

Suggested Training: n/a

Other Items to Note: 18yrs+, no reimbursements available.

